

## **HUMAN RESOURCES ASSISTANT**

**PURPOSE:** Perform a wide variety of responsible human resources paraprofessional and office support duties.

Positions in this class provide assistance to employees, management and the general public by providing information and handling issues/complaints, as well as providing support to Human Resources staff. Employees at this level work independently on day-to-day assignments, receiving instruction or assistance as new or unusual situations arise.

### **FUNCTIONAL AREAS:**

#### **1. Perform paraprofessional human resources duties.**

- \* A. Respond to questions and inquiries regarding human resource practices, policies and procedures, civil service rules and processes, contract provisions, benefits and other related information.
- \* B. Place job ads in newspapers and/or on websites.
- \* C. Prepare application packets and assist applicants in their completion.
- \* D. Perform preliminary screening of employment application packets for completeness and adherence to requirements.
- \* E. Administer typing tests to clerical applicants, serve as exam monitor, and participate in scoring written exams.
- \* F. Respond to routine salary survey requests and employment verification requests.
- \* G. Conduct driver's license checks, review background check results to determine suitability for employment, consulting with supervisor as necessary.
- \* H. Schedule drug tests and pre-employment physicals.
- \* I. Coordinate the temporary hire process.
- \* J. Develop or revise human resource forms and assist with the development of related procedures as directed.
- \* K. Create and maintain City organizational charts.
- \* L. Conduct limited research on human resource issues as directed.

#### **2. Perform office support duties.**

- \* A. Set up and maintain confidential employee personnel files and records, both paper and electronic.
- \* B. Assist employees with the completion of various payroll and enrollment forms.
- \* C. Maintain Job Action Form database and monitor hiring status/progress.
- \* D. Certify and maintain eligible lists.
- \* E. Compile data from records and prepare reports as directed.
- \* F. Type and proofread a variety of documents including letters, memos, charts, forms and other correspondence.
- \* G. Maintain supply inventories and order supplies.
- \* H. Process bill payments and prepare purchase orders.
- \* I. Maintain calendars, schedule meetings and appointments, and arrange travel.
- \* J. Provide support for meetings, including preparing agendas, setting up, taking minutes.
- \* K. Operate office equipment including personal computer, fax, copier, calculator, and telephone.

### **JOB REQUIREMENTS**

#### **Education & Experience Requirements**

- ❖ A. A minimum of two (2) years of clerical experience in a human resources office setting, or
- ❖ B. A combination of education and experience determined by management to be equivalent.

### Knowledge Requirements

- ❖ A. General knowledge of human resources principles, practices and procedures.
- ❖ B. Knowledge of modern office practices, procedures and equipment.
- ❖ C. Knowledge of the methods and techniques of proper telephone etiquette.
- ❖ D. Knowledge of basic letter writing format.
- ❖ E. Knowledge of recordkeeping and filing principles and procedures.
- ❖ F. Knowledge of proper spelling, grammar and punctuation.
- ❖ G. Knowledge of personnel recordkeeping practices.

### Skill Requirements

- ❖ A. Computer skills, including word processing, database, spreadsheet, presentation, HRIS and email applications.
- ❖ B. Skill in maintaining records and filing systems.
- ❖ C. Customer relation skills.

### Ability Requirements

- ❖ A. Ability to understand, interpret and apply and explain laws, regulations, policies and procedures related to human resources.
- ❖ B. Ability to work under steady pressure with frequent interruptions and a high degree of public contact.
- ❖ C. Ability to read, understand and review documents for accuracy and relevant information.
- ❖ D. Ability to establish and maintain effective working relationships with supervisors, coworkers, other city employees and the general public.
- ❖ E. Ability to understand and follow instructions.
- ❖ F. Ability to communicate clearly and concisely, both verbally and in writing.
- ❖ G. Ability to use specialized human resources software.
- ❖ H. Ability to plan, organize and schedule own work to meet priorities.
- ❖ I. Ability to maintain confidentiality.

### Physical Requirements

- ❖ A. Ability to sit for extended periods.
- ❖ B. Ability to transport oneself to, from, and around the sites of meetings and tests.
- ❖ C. Ability to occasionally transport, usually by lifting and carrying, material/equipment weighing up to 25 pounds per load for meetings/tests.
- ❖ D. Fine dexterity to operate computer, calculator and other office equipment.
- ❖ E. Visual acuity to inspect documents for accuracy.
- ❖ F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- ❖ G. Ability to occasionally bend, stoop and reach for supplies, files, etc.
- ❖ H. Ability to attend work on a regular basis.

- \* Essential functions of the position
- ❖ Job requirements necessary the first day of employment

Anlst: JA	Class: 3420	Union: Basic	Pay: 127	CSB: 20101005
CC: 20101206	Res: 10-0602R	EEOC: Admin Support	EEOF: Admin/Finance	WC: 8810